

U.S. Bankruptcy Court  
District of Utah

---

To: Members of the Bar and Interested Parties  
From: Bankruptcy Clerk's Office  
Date: January 9, 2002  
Re: Mailing Matrixes

---

As a precursor to electronic filing, the clerk's office is asking that practitioners consider filing their original (first) matrix via e-mail. We believe that this will be beneficial to your office and ours and urge you to submit your matrixes by e-mail rather than on paper. Attached is a step-by-step instruction guide that will allow you to convert your matrixes to text format and submit them to the clerk's office.

This procedure not only serves as a means to introduce e-filing to law firms, but it also allows for faster processing of the matrixes by the clerk's office. By submitting the matrix via e-mail in a .txt format, the process of scanning, optically "reading" the document, and then editing the "read" document is eliminated; the matrix is simply downloaded into the system using the case number listed at the top of your document.

The clerk's office also pledges that any e-mailed matrix will be handled at the earliest possible moment to ensure that the 341 noticing will be successfully accomplished. This procedure should supply practitioners with several more days to compile the matrix, and still get all creditors noticed.

The clerk's office would like to also mention that this is presently intended FOR ORIGINAL MATRIXES ONLY, not amended matrixes. It is our intention to approach the Judges soon on the possibility of waiving any fees involving amended matrixes filed electronically because the work involved (by the clerk's office) is minimized. It is hoped that if filing the original matrix via e-mail is successful, the processing of amended matrixes using the same procedure would be a natural transition. Hopefully, a waiver of fees would be included for e-mailed amendments to the matrix.

Finally, this procedure, if utilized, satisfies Local Rule 2002-1(d) as well as Local Rule 5005-1(c). Please remember that in order for the creditors to be noticed properly, the matrix should be submitted at least one day before the 341 notice being docketed.

# Instructions for Converting Matrices to text (.txt) format and Submitting Mailing Matrices through the Bankruptcy Clerk's E-mail

## Converting Matrices to text (.txt) format

The following instructions will guide you through the process of converting a creditor mailing list to a text or ASCII format. A text (.txt) document is in a generic format that most software applications can read. A document can be saved as a .txt document by selecting ASCII (Dos) in the **file type** list.

**STEP 1** The official case number must be typed **at the beginning of the matrix and separated by one blank line (example 02-00000)**. In addition, the format of the matrix should consist of the following:

- T** Margins(top, bottom, left, right) should be one inch
- T** Each creditor must be separated by at least one blank line
- T** Do not include page numbers, headers, footers, etc.
- T** The name and address of each creditor must be 4 lines or less
- T** Each line may contain no more than forty characters including spaces
- T** Names and addresses should be "left" justified
- T** City, state and zip must be on the last line
- T** There must be a comma placed immediately after the city name
- T** Do not place account numbers in addresses
- T** Nine-digit zip codes must be typed with a hyphen separating the groups of digits

**STEP 2** Create or open the creditor list in your Word Processor.

**STEP 3** Save your document.  
Click "File" on the word processor menu bar and select **save as**.

**STEP 4** Save the document to a folder in your computer.  
Navigate to the folder where the document will be housed. Name the document. The document should be saved using the official case number for the case. (02-00000)  
Click down arrow to view a dialog box of available "file type" options.  
Select **ASCII (DOS)** text for the "file type"  
Press the **Save** button and the matrix is now saved as a .txt document and can be e-mailed to the court

**L.NOTE:** Documents may be easily located when a special folder has been created specifically for matrices.

## Submitting Mailing Matrices through the Bankruptcy Clerk's E-mail

Once you have converted the matrix to text (.txt) format, it is ready to e-mail to the court where it can be uploaded into CM/ECF. The following instructions will guide you through the process of sending a .txt file to the court.

**STEP 1** In your e-mail program, compose/create a new message and insert the clerk's mail address in the appropriate area. The e-mail address that will be used to receive case matrices is: **bankruptcy\_clerk@utb.uscourts.gov**

**STEP 2** In the subject line of your e-mail, input the official case number (02-20000).

**STEP 3** Attach the matrix .txt file stored on your computer by using the "attach" function of your email.  
**L** (For assistance on how to attach files to your e-mail from your computer, please use your browser's help files or e-mail provider's online help guides)

**STEP 4** Send the e-mail to the bankruptcy clerk.